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7 NOV 1961

MEMORANDUM FOR : James A. Garrison

SUBJECT : Administrative Reporting (Engineering Reporting System)

REFERENCES : (a) IG Recommendation No. 84, with D/Log and DD/P Concurrences

(b) Memo to SSA-DD/S fr D/Log, dtd 17 Aug 61, subject: "Construction and Maintenance Reports from Field Stations"

Jim:

Because of my active interest in improving administrative reporting throughout the DD/S area, I was interested in looking over the documents in support of your concurrence statement on IG Recommendation No. 84, copies attached.

The tenor of my thinking on the over-all subject of administrative reporting is that we should:

- a. Hold our reporting requirements to the effective minimum, asking only for information which is significant for management purposes.
- b. Make it as simple as possible for the reporting activity to submit the information (using forms insofar as feasible) and for the requesting component to use the information received.
- c. In general, consider individually required reports as feeding into a broader reporting system.

From Reference (b) I conclude that construction and maintenance information presently comes to the Real Estate and Construction Division in a number of ways: (1) F360, Foreign Real Property Report, from the majority of field stations; (2) monthly report of the FE Area Engineer, for the larger FE installations; and (3) (new, as a result of IG Recommendation No. 84) as a detachable part of the Station's operational report, from

It occurs to me that as a pilot study in administrative reporting it might be worthwhile to take a systematic look at the engineering reporting system in terms of its objectives, stated requirements, and use (past, present and planned) of the information received. Perhaps your

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Area Records Officer in consultation with the Agency's Records Administration Officer could be of assistance in this effort.

Will you please let me know what you think about this.

15/
L. K. White

Attachments 2
Reference (a) and (b)

Distribution:

O & 1 - Addressee w/atts
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O-DD/S: LG:jbb (7 November 1961)

TRANSMITTAL SLIP		DATE 7 Nov 61
TO: CIA Records Administration Officer		
ROOM NO. 604	BUILDING 1016 16th Street	
REMARKS:		
<div style="border: 1px solid black; height: 40px; width: 250px; margin: 0 auto;"></div> <p style="text-align: center;"><i>P/S. C me at your convenience</i></p> <p style="text-align: center;"><i>[Signature] 11/9/61</i></p>		
FROM: Deputy Director (Support)		
ROOM NO. 124A	BUILDING East	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

* GPO : 1957 - O - 439445